

Retention and Classification Report

Agency: Duchesne County (Utah). County Clerk (1512)

Duchesne County Administrative Bldg
734 North Center St., P.O. Box 910
Duchesne, UT 84021

Records Officer Cristina Neilson

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AGENCY: Duchesne County (Utah). County Clerk

SERIES: 17472

1

TITLE: Agreements

DATES: 1915-

ARRANGEMENT: Chronological

DESCRIPTION:

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26515

3

TITLE: Business licenses

DATES: 1970-

ARRANGEMENT: Chronological by year and thereunder alphabetical by surname

DESCRIPTION:

This is a record of all business licenses issued by the county.
"The governing body of a county may license for the purpose of regulation and revenue any business within the unincorporated areas of the county" (UCA 17-5-222 (1995)). The type of licenses recorded in these books may vary according to the county issuing and when license was issued.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 23.

AUTHORIZED: 03/27/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26515

TITLE: Business licenses

(continued)

APPRAISAL:

Administrative Historical

Licenses provide information about the history of businesses in Duchesne County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 809

3

TITLE: Construction project administrative files

DATES: ca. 1960-

ARRANGEMENT: Alphabetical by subject

DESCRIPTION:

These files document the construction of county roads and buildings. They include correspondence, invoices, and original contracts.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 21, Item 2.

AUTHORIZED: 06/10/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 13095

3

TITLE: Correspondence

DATES: 1907-

ARRANGEMENT: none

DESCRIPTION:

Records include letters to the Duchesne County Attorney and Board of County Commissioners and letters from the Duchesne County Commissioners.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on value of records documenting the achievements, activities and functions of the County Attorney and Board of Commissioners.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 13095

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 27237

3

TITLE: Election registration files

DATES: 1993-

ARRANGEMENT: Alphabetical

DESCRIPTION:

These are four-part printed voter registration forms used to register eligible voters. "Every person applying to be registered shall complete a registration form" (UCA 20A-2-104 (2009)). They include the voter's name, address, birthdate, birthplace, last former address previously registered, political party (optional), signature and sworn statement of person completing form, and date. "The county clerk shall retain a copy in a permanent countywide file, which may be electronic or some other recognized system." (UCA 20A-2-104(2) (2009)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 18.

AUTHORIZED: 05/27/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection and provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 27237

TITLE: Election registration files

(continued)

Compact disc: Retain in Office until administrative need ends.

APPRAISAL:

Administrative

There is a legal mandate to retain these records permanently: UCA 20A-2-104(2)(2009).

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 15110

4

TITLE: Incorporation case files numerical index

DATES: 1906-1961

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Numerical listings to the articles of incorporation created by the Duchesne County Clerk to facilitate access to the Articles of Incorporation Case Files. The series contains the assigned case number and the full name of the corporation. The case number is assigned on the day the clerk files the documents thus allowing the inference of chronology.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Records Center until processed and then microfilm and destroy provided microfilm has passed inspection.

APPRAISAL:

Historical Legal

This disposition is based on the historical and legal value of the Incorporation Case Files and Record Books and their corresponding indexes. Series #15110 functions as an index to incorporation case files and incorporation record books maintained by the Duchesne County Clerk. Because of the importance of incorporation information the county clerk is required by law [UCA sections 3 and 16] to maintain incorporation case files and record books (and likewise their corresponding indexes).

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 15110

TITLE: Incorporation case files numerical index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20104

3

TITLE: Marriage license applications

DATES: 1915-

ARRANGEMENT: Numerical by marriage license application number

DESCRIPTION:

These are forms completed by couples applying for marriage licenses. They are used to prove their identity and record other pertinent information which permits the couple to receive their license. The application include the following information: "the full names of the contracting parties, including the maiden name of the female, the present place of residence of each, the date and place of birth (town or city, county, state or country, if possible), the names of their respective parents, including the maiden name of the mother, the birth places of fathers and mothers (town or city, county, state or country, if possible), and the distinctive race or nationality of each of the parent. If the female is a widow, her maiden name shall be shown in brackets" (UCA 30-1-8 (1995)).

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 24.

AUTHORIZED: 10/26/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20104

TITLE: Marriage license applications

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt UCA 26-2-22

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 84243

4

TITLE: Marriage licenses

DATES: i 1915-

ARRANGEMENT: Numerical by marriage license number

DESCRIPTION:

This series contains copies of the marriage licenses granted in Duchesne County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 03/22/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 84243

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26785

3

TITLE: Oaths of office

DATES: 1957-

ARRANGEMENT: Chronological

DESCRIPTION:

These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of office all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 28.

AUTHORIZED: 06/05/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until administrative need ends

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 26785

TITLE: Oaths of office

(continued)

and then delete.

APPRAISAL:

Administrative Historical

Oaths of office have historical significance in documenting office holders and elected officials. This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20105

3

TITLE: Resolutions

DATES: 1930-

ARRANGEMENT: Numerical by resolution number

DESCRIPTION:

These are formal statements of decisions or expressions of opinion adopted by the county commission. They perform the same function as an ordinance. The county clerk is required to "make full entries of all [county commission] resolutions" (UCA 17-5-209 (1995)). The most commonly adopted resolutions include the following: adoption of county budgets, sale of industrial bonds, and creation of special improvement districts.

RETENTION:

Retain until microfilmed

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 35.

AUTHORIZED: 04/27/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Duchesne County (Utah). County Clerk

SERIES: 20105

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public